

**RETURN TO** (weekly)  
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

10 June 1954

Chief, Records Management Division

Weekly Report - Week ending 9 June 1954

Here are the items of most significance for the week:

1. Tentative arrangements were completed with the Office of Communications to provide for the installation of a teletype system between headquarters [redacted] This installation will permit the transmission of information through Top Secret in a secured manner.

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2. The Logistics Office advises us that practically all forms used at overseas installations require "sterilization" before they are shipped. This has involved considerable work in deleting pertinent information from printed forms. In order to overcome this condition, it will be necessary to revise the present method of forms design so that appropriate forms will be available to both headquarters and field installations without the necessity of "sterilization" at the time of shipment.

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Weekly Report for Week Ending 9 June 54 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Test of reports forms continued during the week. We have still been unable to achieve satisfactory results despite consultation with the manufacturer's representative. Principle sources of the difficulties have been that the hecto master will not run the required number of copies, and that the offset master curls excessively immediately upon application of etching solution. Several different brands of etching solutions have been used without solving the problem. It is planned to continue the testing during the coming week.

40%

Project 4-86 - Forms Index

No action this week

70%

Project 4-95 - Forms Management Handbook

No action this week

2 1/2%

Project 4-103 - Preparation of Final Type Forms Copy

No action this week

10%

OO Information Report

Status quo

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**CONFIDENTIAL**Air Raid Emergency Plan

Considerable attention has been devoted this week to finalizing provisions of the Air Raid Emergency Plan. The plan, as completed, with the exception of the evacuation routes, has been approved by the Chief, Management Staff, and [ ] of the Security Office. A meeting called by [ ] of the Security Office was attended by Messrs. [ ] to discuss action to be taken during the forthcoming test raid scheduled for the 14th of June. Arm bands have been received and distributed.

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Study of Stocked Forms Supply System

A meeting has been scheduled for 2:00 P.M. 9 June with Messrs. [ ] to discuss alleged difficulties encountered with respect to sterile forms.

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Clearance for Civilian Contractors

Personnel Security Questionnaires have been furnished [ ] for himself, and two service-men, it having been ascertained that none of these individuals have ever been cleared for discussions with Agency personnel.

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Summary of Individual Forms Actions

<u>Type</u>	<u>No. of Actions</u>	<u>No. of Copies</u>
New	6	32,700
Revisions	3	42,000
Reprints	2	6,000
Other Forms	1	5,000
	<u>12</u>	<u>85,700</u>

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Report For Week Ending 8 June 1954  
RECORDS CENTER BRANCH

Accessioning

Negotiations are being made with the Office of Personnel, regarding the accessioning of approximately 300 cubic feet of applicant and official personnel folders of seperated employees.

Three cubic feet of record material was received from the Office of Operations. Total accessions to date - 160.

General

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[redacted] Safety Officer, I & S, concurred in the recommendation of RMD that nitrate film vaults should not be incorporated in the construction [redacted] as indorsed the basic memo regarding this subject.

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Called on [redacted] Commo, and discussed the costs of installing and operating a teletype communications system [redacted] Headquarters. [redacted] was informed of this discussion and stated that he would contact Commo in regard to any special requirements affecting construction.

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Emergency evacuation plans for [redacted] have been developed and was approved by I & S.

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[redacted]

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[redacted]

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Report for Week Ending 9 June 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

a. Correspondence Management - The review of Division and Branch reading files is continuing. Analysis of the files of the Chief of the Transportation Division was completed. Drafts were made of all correspondence suitable for adaptation to form letters and pattern correspondence. Review is 50% complete.

b. Reports Management - No change from previous report. Project is 20% complete.

Project 4-94 - Office of the Comptroller Reports Management Program

25X1 [redacted] reported that the proposed guides for installing the program are being reviewed by the Deputy Comptroller. Completion of this review is expected by the end of this week.

Project 4-98 - Correspondence Handbook

Revision of the first draft and development of the index are continuing. The index is approximately 90% complete. Project is 80% complete.

General Information

a. Program Publicity - Submitted the Reports Management prospectus to Graphics Registry for preparation of cuts. Ten to fourteen day service was promised.

b. Employee Suggestions - Investigation and analysis was completed on two suggestions and the written evaluation on one. These suggestions were (1) Recommendation for revision of spacing on the heading of SF No. 64 Office Memorandum and (2) Prepunching Letterex stationery.



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Report for Week Ending 9 June 1954  
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific  
Intelligence

The Records Control Schedule is complete and has been forwarded to the operating divisions for comments and formal approval.

Project 4-78 - Records Management Survey, Office of the General Counsel

No change from previous report.

Project 4-91 - Review of Records Management Program, Logistics Office

No change from previous report.

Project 4-97 - Records Disposition Handbook

No change from previous report

Project 4-113 - Records Management Survey, Foreign Documents Division

The Records Control Schedule was submitted and division approval obtained. A Disposal Schedule is being prepared for submission to the National Archives.

Project 4-116 - Records Management Survey, Security Office

139 describable items covering an estimated 2845 linear feet of records have been listed. Project is approximately 60% complete.



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Weekly Report for Week Ending 9 June from  
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project approximately 75% complete.

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 82% complete.

The analysts are now working on the Central Research files and have disposed of 13 cu. ft. of non record material in the past week. Mr. [redacted] of the Disposition Branch has started to work with Mr. [redacted] in the preparation of a Records Control Schedule.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project approximately 7% complete.

The proposed notice and related memorandum to the DD/A have been forwarded for approval and issuance.

Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 86% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records - HB 40-150

No change from previous report. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

[redacted] of the Office of Communications reviewed the material deposited by their office in the repository. Mrs. [redacted] has since indicated that the Office of Communications will resume making deposits, and has requested assistance in the establishment of a deposit schedule.

Project 4-84 - Vital Materials Microfilm Projects

Filming of the OCD/BR dossiers continues. This project is approximately 40% complete.

The filming of OSI requirement was finished this week in accordance with the schedule for deposit of vital materials for that office.

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Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 5% complete.

General Information

The weekly report of vital materials deposits has been revised. It is believed that the revised report will not only be informative and easier to understand, but will also save two hours in preparation time each week.

Installation of the filing system in [ ] office is about 95% complete, and will require only two to four hours to finish. However, completion is being delayed because [ ] and his secretary have been so occupied with the preparation of the budget that they have not had time to work with us.

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[ ] Records Management Division met with [ ] Logistics on 3 June 1954 regarding the standardization of a heavy duty folder. Agreement was reached for Records Management Division to process a Headquarters Notice on a 17 point square cut folder for concurrence.

In the meantime Logistics will procure 4000 pressboard folders, 1/3 cut for issuance to offices when requisitions are approved by Records Management Division. This will eliminate the need for processing individual purchase orders to fill small requisitions.

If concurrence cannot be obtained on 17 point square cut folders, the possibility of using pressboard folders, 1/3 cut, will be considered.

[ ] standardizing file folders and guides will be prepared and processed after the Headquarters Notice on the heavy duty folders are approved for issuance.

A complaint was received from [ ] RI/FI regarding their inability to obtain standard folders from Building Supply Officers. Upon investigation it was found that there is an adequate supply of folders in the [ ] but Building Supply Officers are experiencing excessive delays in obtaining delivery. In order to satisfy [ ] immediate requirements 2000 folders were withdrawn from our stock in the Records Center and forwarded to him.

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